Plugwise

Source 2.0

Software User Manual

Be wise, plug in.

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The blue links in this manual are clickable!

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Introduction

About the manual

This manual describes what you can do with the Plugwise Source software. The main functions will be explained: measuring electricity consumption and making schedules to automatically switch appliances on and off. The options in the settings menu are discussed as well.

The installation manual that was delivered with your Plugwise kit supports you with installing the Circles and the software. After the installation of Source has been completed, the Configuration Wizard will be shown. The first chapter of this manual provides help for each of the steps taken by the Configuration Wizard. If you have any further questions after reading this manual, please contact the Plugwise help desk.

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E-mail

helpdesk@plugwise.com

The Stick

The Stick sends data from the Circles to Source and sends your switching schedules from Source to the Circles. Sending data can take some time. At the bottom left of your screen, the icon with the Stick shows the status of data transfers:

The Stick is connected to a network of Circles.

The check mark blinks when data is being transmitted. The bar under the icon shows the progression of the data transmission.

The Stick has found a Circle and is connecting to it.

There's no connection between the Stick and the Circles. Make sure the Stick is connected to your computer and that it is within 5 meters of a Circle that is connected to a power socket.

Configuring Source

Before Source is ready for use, it needs to be set up with information about your appliances, power tariffs and preferences. The **Configuration Wizard** guides you through the process of entering that information. All steps are explained in this section of the manual.

Note: If the Configuration Wizard is interrupted, you can restart it by clicking 'Configuration Wizard' from the 'Plugwise Source' folder in the Windows 'Start' menu. All options selected in the Configuration Wizard can be altered later via the settings menu. See also: Settings on page 17.

Step 1: Welcome

After Source has been installed on your computer, the following screen will be shown:

SOURCE
Welcome
Preperation
License
Stick and Circle+
Circles
Configure modules
Power tariff
Usage data
Finish
Welcome to the configuration wizard of the Source.
The Plugwise network will be setup and configured in this wizard.
Run through all steps of the configuration wizard to fully set up your network. These steps are explained in detail in the manual which is opened by clicking on the question mark icon. You can also download it from the Plugwise website: www.plugwise.com.
Press "Next" to start the configuration.
Plugwise
Configuration Wizard
< Previous
Next >
Cancel
Welcome
License terms. | © Copyright 2009 Plugwise B.V.

- Click 'Next' at the bottom of the screen to continue.

Step 2: Preparation

Follow the **on-screen instructions** for setting up a Plugwise network. Take notice that for proper network set-up, your computer with the Source installation should be within 5 meters of the Circle+.

Step 3: Licence

- Enter the licence code that is printed on your installation list and press 'Next'.

Your licence code is printed in the blue box on your installation list.

- The next step (Step 4: Stick and Circle+) will automatically be shown if the Configuration Wizard is able to connect to the Plugwise server. Your firewall application may ask for your permission.

If Source cannot connect to the Plugwise server, click the Manually button and follow the instructions below:

- Click the blue link on the screen that is shown next. Your internet browser will be launched and will show the Plugwise Licence Activation web page. If that is not the case, click the 'Copy' button to copy the web address and paste it into the address bar of your browser.
- If the Licence Activation web page is shown, fill in your e-mail address. Copy the code from the coloured box. If the code is unreadable, click the 'Renew' button to try another code. Click 'Submit'. An e-mail will be sent to the address you've just provided.
- Wait until you've received the e-mail with the activation code. That could take a couple of minutes. Copy the code and paste it into the white frame of the Configuration Wizard and click 'Activate'.
- The next screen will display that your licence has been activated. Click 'Next'. If the activation code was refused, make sure that you copied the complete code from the e-mail and that no spaces or quotation marks were copied with it.

Step 4: Stick and Circle+

- Connect the Stick to one of the USB ports of your computer.

It is now checked if the Stick can connect to the Circle+. Follow the **on-screen instructions**. Within a few minutes, two check marks should be shown on the screen:

If the check marks don't appear after a few minutes, follow the instructions under 'Reconnecting the Stick'. Otherwise, continue below:

- Check if the code on the screen matches the Circle+ ID (refer to your installation list). If the codes don't match, click the red cross mark. Source will then search for the right Stick.
- **Note:** new Plugwise network IDs consist of 6 characters. If the ID of your Circle+ consists of only 5, the Source adds an extra character to it. In that case you can just click 'Next' to continue.
- You may get a warning indicating that the Stick can't connect to the Circle+. Make sure the Circle+ is connected to a wall socket within 5 meters of the Stick and click 'Try again'. **Only** if you have tried this before, but without success, you click 'Cancel'. In that case the Stick will be reset. You will have to manually restore the Circles to the factory settings. The boxed text on the next page plains that process.
- Click 'Next' if the Circle+ ID matches the ID on the screen and if the green check marks are shown at the images of the Stick and the Circle+.

Reconnecting the Stick

If the stick was already connected to the computer before the Configuration Wizard was started, it may occur that the Stick is not recognised. If after a few minutes, no check marks are shown in step 4 of the Configuration Wizard, the Configuration Wizard needs to be restarted.

- Click 'Cancel' to stop the Configuration Wizard.
- Remove the Stick from your computer.
- Restart the Configuration Wizard by clicking 'Plugwise Configuration Wizard' in your Start menu.
- Do not insert the Stick again before reaching step 4 of the Configuration Wizard.

Step 5: Circles

A list with Circles known to the network is displayed. If not all your Circles are shown in this list, you can manually add them.

- Make sure that all codes on the screen correspond with the codes on your installation list. **Note: the Circle+ code will not be shown on the screen.**
- Click 'Next' if the list is complete.
- If a Circle is missing, take your installation list and find its number. Copy that number to the white text field and click the green arrow button to add it to the list.

If one of the Circles is listed as offline, make sure it is plugged into a working socket within 5 meters of an online Circle or the Stick. If that is the case, the Circle will get online within 15 minutes. It is recommended to wait for that, otherwise you can't use all Circles. It's possible to add Circles to the network at a later stage. See Add modules on page 23.

Restoring the factory settings to the Circles

In certain cases the manual or Source could request you to restore the Circles to the factory settings. Do not try this if that is not the case! If the factory settings of the Circle+ have to be restored, all other Circles must be restored as well.

- Remove the Circle from the socket.
- Wait 4 seconds.
- Put the Circle back into the socket and wait again 4 seconds.
- Repeat this 3 times for all Circles that have to be reset.

Tip: if you have to reset all Circles, use a power strip with a switch!

Step 6: Configure modules

For each Circle, the name of the connected appliance and its location needs to be set in this step.

- Take a look at your installation list. Make sure that the names you've used to describe the appliances do not occur more than once per room, so you can easily tell them apart.
- The field under 'New module' shows a Circle ID. Copy the name of the appliance associated with this ID from your installation list to the field under 'Enter a new name or select an existing appliance'.
- Select the type of appliance from the drop down menu at the right of the name

field.

- Enter the name of the room where the appliance is located into the text field under 'Enter a new name or select an existing room'. Press the button inside the text field to select previously entered rooms.
- Select how you would categorise the type of room from the drop down menu under 'Select room type'.
- Click 'Save' if you've provided all four fields with the necessary information.

Repeat the above steps for all Circles on your installation list. If you have configured all Circles, the information fields will become grey. Then you can click 'Next' to continue.

Step 7: Power tariff

To properly determine the costs of the power use of your appliances, you can enter your electricity tariff.

- Use the fields under 'Starting date' and 'End date' to specify the contract period with the electric company.
- If at night time a lower tariff is applied, enter it into the 'Tariff' field.
- Next click 'Peak tariff' to enter the electricity costs at day time.
- If the electric company doesn't differentiate between low and high tariff, you only enter the low tariff.
- Your electric company can probably provide you with the CO_2 emission number. It depends on the method your electricity is generated.
- Click 'Save' if you want to keep the changes you've just made.
- Click 'Next' to continue to the next step.

If you don't make changes to the standard settings, keep in mind that Source cannot determine the exact costs of your energy consumption. Under Editing a tariff on page 24 it is described how you can change the power tariff at a later stage.

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Step 8: Usage data

Source can anonymously send your usage data to Plugwise. The data will help Plugwise to develop new products and improve its existing products.

Anonymous transmission of usage data

- Enter the first group of digits of your postal code.
- Select the country in which you're using your Plugwise product from the drop down menu.
- Click 'Next' to continue.

Personal data

If you'd like to receive mail about special offers from Plugwise or related other parties, you can enter your name and address here. Signing up for this will link your personal data to the usage data that Source sends to Plugwise.

E-mail

- Enter your e-mail address to activate the application.
- Leave the check mark if you'd like to be informed about updates for Source via e-mail.
- Click 'Next' to continue to the next Step.

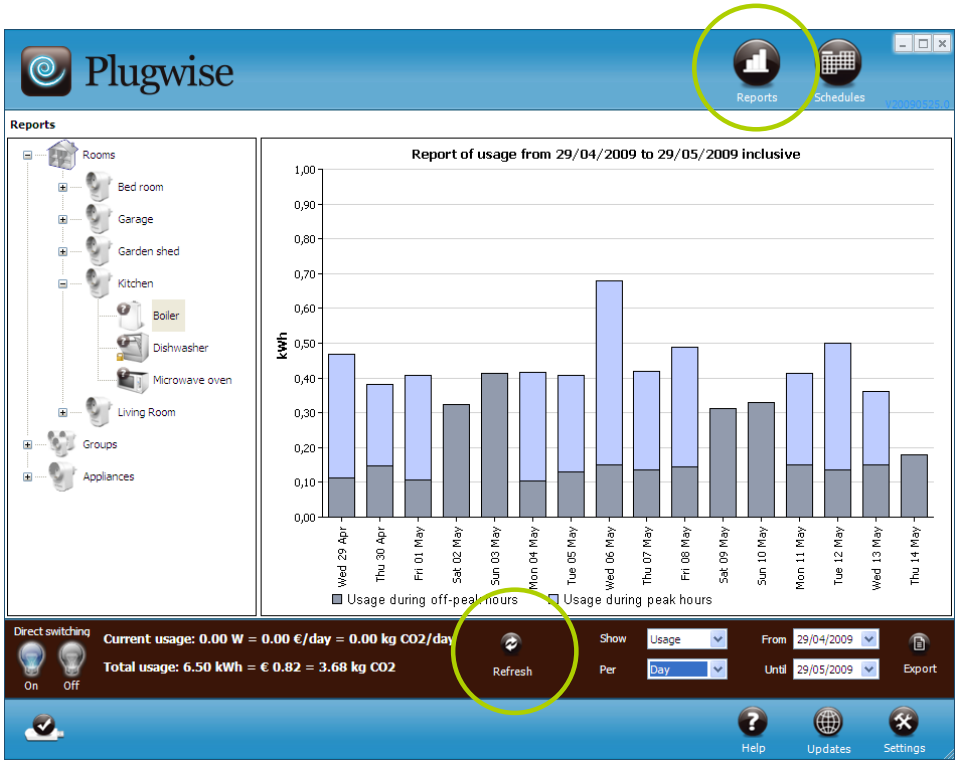
Step 9: Finish

You will receive an e-mail at the address you've just entered. It contains an activation link to complete the installation and configuration. Click that link and Source will be ready for use!

Reports: measuring energy consumption

Use **Reports** to get detailed insight into your electricity consumption, the costs and the associated CO_2 emissions. You can do this per room, per group of appliances or for a separate appliance.

The screen shown at the right is the start screen of Source. From other modes you can go back to it with the 'Reports' button at the top right of the screen. If you want to know how you can edit the settings of your appliances, rooms or groups, see Settings on page 17.



The 'Reports' screen is shown when you click the button at the top right. Click 'Refresh' to get new numbers for current usage and total usage.

Current usage

The current usage can be shown for each appliance separately, but also per group and per room.

- Select an appliance, group or room from the tree at the left-hand side of the screen. Clicking the plus signs next to 'Rooms', 'Groups' and 'Appliances' will make the main items in the tree fold out.
- Click the 'Refresh' button at the centre of the brown bar. Data will be retrieved from the Circles and the current usage of the selected item will be shown on the brown bar.

Total usage

The total electricity consumption of the selected appliance, group or room is displayed under the current usage. You can request it the same way as the current usage (see above). Total usage is shown as the amount of electricity consumed (in kWh) since the appliance was added to Source. For changing the start date for this number, refer to Setting a new start date for the total usage on page 21.

Creating reports

To gain insight into your energy usage over a longer period, it can be useful to have Source generate a graph. Graphs can for instance visualize which of your appliances consume electricity at night, and how much that costs. They can be generated for a single appliance, a group, a room or all of your appliances together. Source offers three ways of displaying the usage: per kWh, in euros and per kilogram CO_2 emitted. Keep in mind that Source needs the costs per kWh and the associated CO_2 emission from your electric company to generate reports that fit your situation. See Editing a tariff on page 24 on how to change these settings.

- Select an item from the tree at the left side of the 'Reports' screen. Clicking the plus signs next to 'Rooms', 'Groups' and 'Appliances' will make the main items in the tree fold out.
- Make a choice for a report of the energy consumption report in kWh, the costs or CO_2 emission. Select one of the three options next to 'Show' at the right-hand side of the brown bar.
- Next to 'Per' you can choose if you want the report shown per day, per week, per month or per year.
- Specify the period over which the report should be generated by selecting dates at the fields next to 'From' and 'To'.
- Each time you change one of the above mentioned settings, a new report is shown.

Important: If you have never made a report before, or if it has been a while ago since you've made the last one, it can take some time before the report is shown. This can take a few minutes for a small number of Circles and up to an hour if several dozens of circles have to send measuring data of a long period.

The built-in memory of the Circles is big enough to store one year's energy consumption measurements. If you wouldn't use Source for a year or longer, the Circles continue functioning normally. After a year, the Circles will start overwriting existing measurements, starting with the oldest. So generate a usage report at least once a year, if you want to be able to compare usage over several years!

Export usage data

You can export your energy usage data to a CSV file, which you can open for instance with spreadsheet software. This option is only available in Source Pro.

- Go to the 'Reports' screen and click the 'Export' button at the right-hand side of the brown bar.
- Select a location for the file, enter a file name and click 'Save'.

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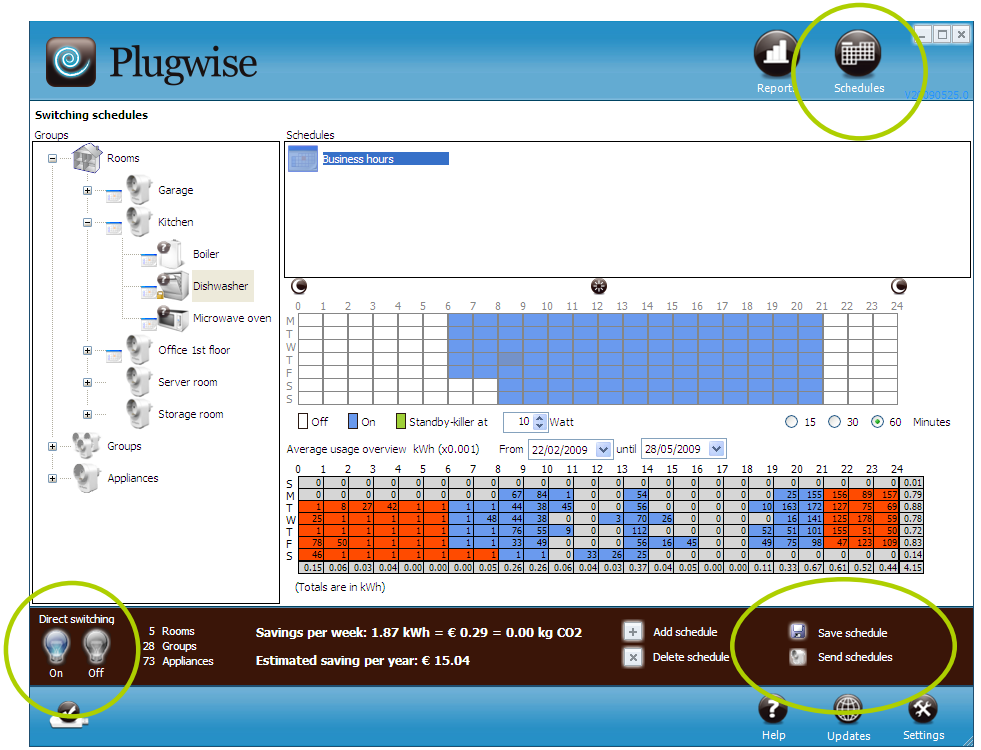
Schedules: switch appliances on and off

Use the ‘Schedules’ screen to automatically control the power supply of individual appliances, whole rooms or groups of appliances. Click the ‘Schedules’ button at the top right to go to this screen.



Go to the ‘Schedules’ screen by clicking the button at the top right of the screen. Use the On/Off switches to directly control appliances. New and edited schedules have to be saved and must be sent to the Circles in order to be used.

Direct switching

- Select an item from the tree at the left side of the 'Reports' screen. Clicking the plus signs next to 'Rooms', 'Groups' and 'Appliances' will make the main items in the tree fold out.
- Click the 'On' or 'Off' switch at the left-hand side of the brown bar.

For example: if you click at 'Garage' in the tree and click the 'Off' button, all electricity to appliances connected to a Circle in the garage will be switched off.

You can protect appliances against accidentally switching them off. It is recommended to use this for appliances that need to be monitored but not switched, such as refrigerators. On page 21 it is explained how this can be done.

If a switching schedule has been applied to an appliance, the Circle will resume its switching settings after a maximum of 15 minutes. With the next firmware update this procedure will be modified. Plugwise will notify you in due course.

Creating and applying schedules

If your reports indicate you've got appliances that consume energy without being actively used, you can choose to switch these off at set times. You can make switching schedules for rooms, groups and separate appliances.

While you are editing a schedule, the brown bar shows estimations for the amount of energy and costs that will be saved as well as the reduction of CO_2 emission. These numbers are based on the measurement data of your own appliances.

Important: Every time you change a schedule, or assign a schedule to an appliance, you have to click the 'Save schedule' button and the 'Send schedules' button in order to provide the Circles with the new schedule.

Creating a new schedule

You can create schedules and subsequently assign these to rooms, groups and appliances.

- Go to the 'Schedules' overview using the button at the top right of the screen.
- Click the button with the plus sign labelled 'Add schedule' at the brown bar. A new schedule appears in the schedules field near the top of the screen.
- Click the new schedule's name ('Switching Schedule 1', for instance) and enter a distinguishable name.
- At the right-hand side, below the schedule, you can select how precise the schedule has to be. Choose 15, 30 or 60 minutes.
- Use your mouse cursor to select the period during which you want to switch a device on or off. You do this by drawing a rectangle over the schedule: click at the starting time, hold the mouse button and move the cursor to the end time.
- You can make a different schedule for every day of the week if you want. Every row in the schedule represents a day. At the left side of the schedule it is indicated what row stands for which day ('M' for Monday, 'T' for Tuesday, etc.).
- Click the white rectangle (near the bottom left of the schedule) to switch the appliance (or appliances) off for the selected period. Click the blue rectangle if the

appliances should be switched on.

- When you're done making the schedule, click the floppy disk icon next to '**Save schedule**' at the right-hand side at the brown bar. **If you do not save the schedule, all changes will be lost.**

Below the schedule a grey table is shown. It shows the average electricity consumption for the item you've selected from the tree. The table can assist you in making an optimal power saving schedule. You can select the period that is used to define the average by choosing the dates that are shown above the table.

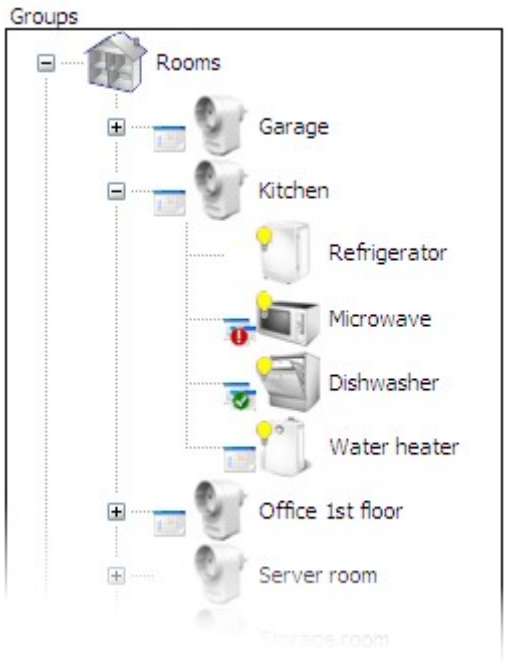
Assigning a switching schedule to an appliance, group or room

New switching schedules are not automatically linked to appliances. You can choose to link a schedule to any number of appliances, rooms and groups. If you edit a schedule, all items to which it's connected will be updated.

- Assign a schedule to an appliance, a group or a room by dragging the schedule from the 'Schedules' box on top of the screen to an item in the tree at the left-hand side.
- **Click 'Send schedules' to provide the Circles with the new schedule.**

The schedule icons

The icons in the tree of the schedules overview screen show if switching schedules are assigned to appliances, rooms or groups. The meaning of the icons is explained in the example below:



A power saving schedule for the nights has been assigned to the **garage**, the **kitchen** and the **office**, as shown by the schedule icons in front of the rooms.

When you assign a schedule to a room, it is automatically assigned to all appliances in that room.

The **water heater** in this example has the same schedule as the room it is in (the kitchen).

The **refrigerator** has no schedule icon because the schedule was removed (see Removing a schedule from an appliance on page 15).

A second switching schedule was assigned to the **microwave oven**, which conflicts with the kitchen schedule, as shown by the red icon. That second schedule was also assigned to the **dishwasher**, but the conflict was resolved, as shown by the green icon.

Resolving schedule conflicts

- Double-click the appliance.
- Select the schedule you want to apply to the item, or click 'No schedule' to remove

all schedules from the appliance.

- Click 'Ok'.
- Click the Send schedules button to provide the Circles with the new settings.

If you double-click a switching schedule (at the top of the screen, under 'schedules') a popup is shown with information about the schedule, including to which appliances it is assigned to.

Removing a schedule from an appliance

You can remove a schedule from an appliance without deleting the schedule itself.

- Go to the 'Schedules' overview.
- Right-click an item in the tree and click 'Delete'.

Applying the Standby Killer

- Determine the power consumption of a device in standby mode. See Reports: measuring energy consumption on page 10 for instructions.
- Make a new switching schedule (see page 13) or edit an existing schedule (see below).
- The Standby Killer setting can be found next to the 'On' and 'Off' schedule settings. The same way you apply the 'Off' setting for a period by clicking the white rectangular button, you click the green rectangle to apply the Standby Killer.
- Next to 'Standby Killer' a field with a number is shown. Standard it shows 10 Watt. Take the standby power consumption of the device and add 10. Enter that value into the field.
- **Click 'Save schedule' when you're done with the schedule.**
- **Click 'Send schedules' to provide the Circles with the new settings.**

Standby Killer

Many appliances consume energy even when they're in standby mode. In some cases, limiting the power supply to such devices can lead to a dramatic saving on energy bills. With the Standby Killer, schedules can be set to switch off power to a device as soon as its power consumption gets below a certain threshold.

Say, your television uses 8 Watt in standby mode. You could make a schedule that automatically switches off your TV at a set time each day. But if you would be watching a late movie, it would be annoying if the screen would go black before the end. If instead you would make a schedule with the Standby Killer mode at 18 Watt, you wouldn't notice anything. But after a maximum of 15 minutes after you've set the TV to standby, the power supply to the TV will be switched off completely.

Overriding switching schedules

Appliances with an applied switching schedule can still be switched on and off as usual. For manual switching we also refer you to # on page #. Removing a Circle from the power socket and placing it back will always cause the Circle to switch to the 'On' mode. Within 15 minutes it will resume its schedule settings.

This functionality may be used in combination with the Standby Killer-setting. If an appliance is switched off by the Standby Killer, you can override this function and restore power again by simply removing the Circle from the power socket and placing it back. If you then switch the appliance on, the Circle will remain in the 'On' position until it has been put on standby.

The next firmware update will alter the functionality of manual switching of appliances equipped with schedules. You will be notified in due course.

Editing switching schedules

Changes to schedules will be sent to all appliances, groups and rooms to which they have been applied.

- Open a schedule by clicking its icon at the top of the 'Schedules' screen.
- Make changes to the schedule the same way you created the schedule.
- **Click 'Save schedule' when you're done with the schedule.**
- **Click 'Send schedules' to provide the Circles with the new settings.**

Settings

Clicking the ‘Settings’ button at the bottom right of the screen will show the settings main menu. All options that were set (or skipped) during the installation of Source can be altered from here.

Call up the settings main menu by clicking the button at the bottom right.

From the settings main menu you can choose the following topics:

Appliances

- Overview of all appliances, their electricity consumption and the Circles they're connected with
- Connect Circles to appliances
- Edit names of appliances

Rooms

- Add, edit and remove names of rooms
- Set the locations of your appliances

Groups

By forming groups of appliances, you could for instance measure the electricity consumption of all connected lights, or easily apply schedules to devices that unnecessarily consume energy at night.

Add modules

If you've purchased an extension package with extra Circles, or if during installation not all Circles were connected to the network, you can add those here.

Personal data

- Your name and address
- Sign up for update news about Source

Energy tariffs

- Peak and off-peak tariff
- CO_2 emission
- Contracts with other electric companies

Program

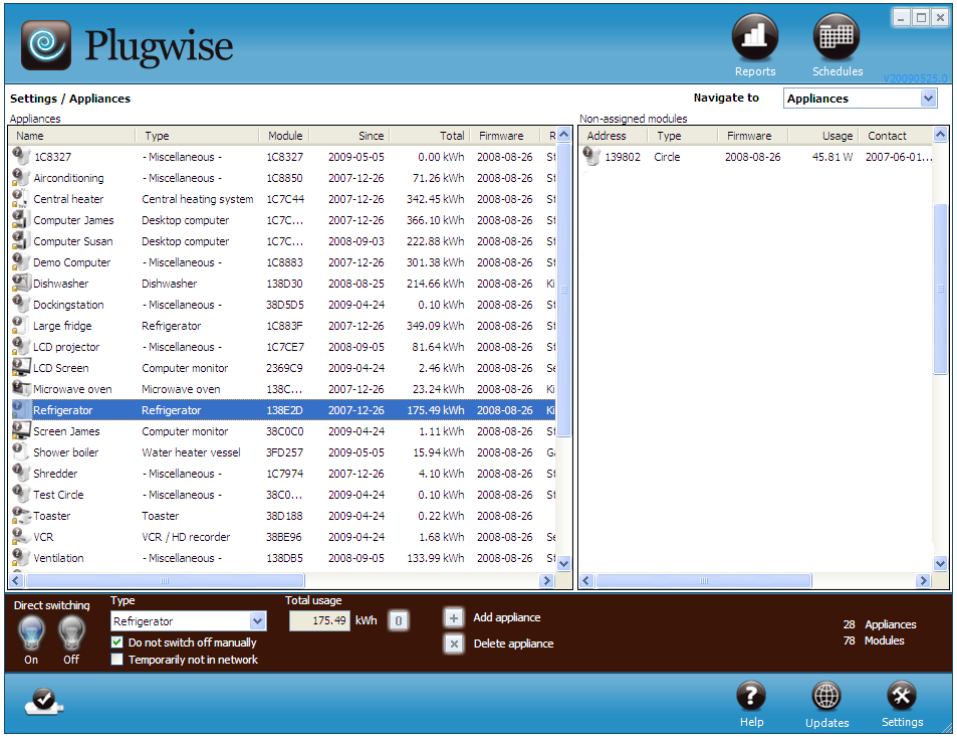
- Language
- Currency

Back up

- Back up your electricity consumption data, schedules and settings
- Restore backups

Appliances

Go to **Settings – Appliances** for an overview of the configuration of your Plugwise network. There you can change the settings of your appliances and view current and total electricity consumption. You can add new appliances and remove appliances from Source here as well. The appliances list at the left-hand side of the screen shows to what Circle each appliance is connected (under 'Module').



The appliances overview shows non-assigned Circles in the list at the right-hand side.

Using a Circle for multiple appliances

Source saves usage measurements and switching schedules per appliance. That means that you can use one Circle to measure the electricity usage of a refrigerator and use the same Circle to automatically switch off your television at night, without having to delete any of the refrigerator's data. If later you would like to use the same Circle to monitor again another appliance, the TV's switching schedule stays linked to the TV, whereas no schedule will be applied to the other appliance.

- Go to 'Settings – Appliances'.
- Drag the appliance that you want to stop monitoring/switching (the refrigerator in the example) to the list at the right-hand side of the screen.
- Add a new appliance (the TV in the example). For adding appliances, see the previous page.
- Get the Circle and connect it to the new appliance.
- Back at Source, drag the Circle from the non-assigned modules list to the new appliance in the list at the left side.

Current usage numbers

The appliances list at the left-hand side of the screen shows the current usage and total usage for each appliance (you may have to use the scrollbar at the bottom of the list to see all the data). The numbers in this screen do not automatically refresh, but double clicking an appliance shows its most recent measurement.

Adding appliances

You can add more appliances to the list than you have Circles. The benefit of this is that you can use one Circle to measure several appliances. Usage data and switching schedules are saved for each appliance (rather than per Circle). This is further explained in the boxed text on the next page. If you want to keep the usage data for a non-assigned appliance, just leave it in the appliances list as it is.

If you have a Circle that is not assigned to an appliance in Source yet, it is shown under 'Non-assigned modules' in the **Settings – Appliances** screen. To add a new appliance:

- Click the plus sign next to 'Add appliance' in the centre of the brown bar. A new appliance is shown in the list at the left.
- Enter the name of the appliance.
- Select the appliance type from the list under 'Type' on the brown bar.
- Assign a free Circle to the appliance (see below).

Assigning a Circle to an appliance

- Open the 'Settings – Appliances' screen and look up the ID of a non-assigned Circle from the list at the right-hand side. The IDs are shown under 'Address'.
- Plug the Circle into a socket and connect an appliance to it.
- Add the appliance to Source, if you haven't done that yet (see above).
- Drag the non-assigned Circle from the list at the right-hand side to the appliance at the list at the left-hand side.

Disconnecting a Circle

If you want to connect a Circle to another appliance, you'll have to disconnect it first:

- Look up the appliance that is assigned to the Circle you want to disconnect from the list at the left-hand side of the appliances settings screen.
- Drag the appliance to the 'Non assigned modules' list at the right-hand side.

If you disconnect a Circle from an appliance to which switching schedules are assigned, Source will retain the link between the schedule and the appliance , although the schedule will be removed from the Circle.

Removing an appliance

You only have to remove an appliance if you want to remove its usage data and don't plan on applying switching schedules to it any more. **You don't need to remove an appliance to use its Circle for another appliance!** Above is explained how you can disconnect a Circle to apply it to another appliance. To remove an appliance:

- Select one or more appliances from the list 'Settings – Appliances'.
- Click the 'x' button next to 'Delete appliance' at the centre of the brown bar.
- The appliance and its measurement data are now removed from Source. The free Circle is shown at the list at the right-hand side.

Editing appliances

For changing the room in which an appliance is shown in Source, refer to Assign rooms to appliances on page 22.

Selecting appliances

You can change the settings of multiple appliances at once. Hold the ctrl key while selecting appliances from the list at 'Settings – Appliances' to do so. If you want to select all the appliances in the list, click the first one, hold the shift key and click the last appliance.

Changing the name of an appliance

If you want to use a Circle for another appliance, it's best to follow the instructions in the text box at the previous page. If you just want to change the name of an appliance:

- Right click an appliance from the list at 'Settings – Appliances'.
- Click 'Edit'.
- Enter a new name.

Changing the type of an appliance

- Select one or more appliances from the 'Settings – Appliances' list.
- At the left side of the brown bar, under 'Type', it is shown what type is currently assigned to the appliance. Click that box to change its category.
- As you can see, the icon next to the name of the appliance has been updated.

Protecting appliances against manual switching

You can protect appliances against switching them off accidentally.

- Select one or more appliances from the 'Settings – Appliances' list.
- Click the check box next to 'Do not switch off manually' at the bottom left of the screen.
- A small padlock is now shown over the appliance's icon.

Temporarily not in network

If a Circle is not in a socket, the Circle+ will keep searching for it. That may slow down reading usage data from the other Circles as well as providing Circles with new schedules. Instead of disconnecting the Circle, you can temporarily remove it from the network:

- Select the appliance to which the non-connected Circle is assigned.
- Click the 'Temporarily not in network' check box to avoid this.

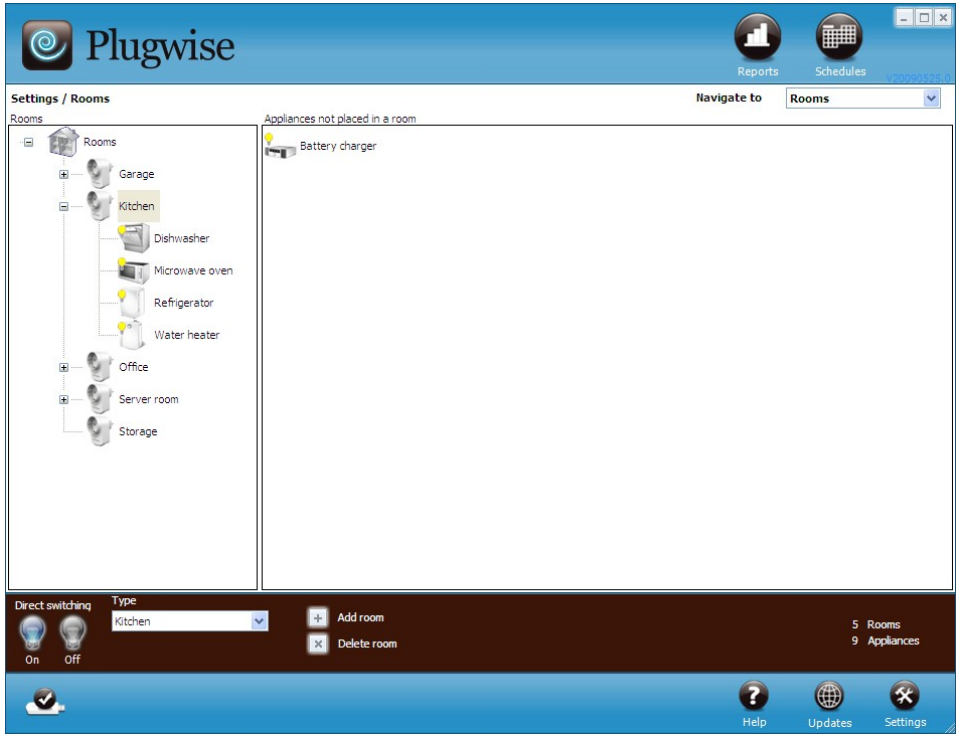
Setting a new start date for the total usage

You can select a new start date for the 'total usage' number of an appliance.

- Select one or more appliances from the 'Settings – Appliances' list.
- On the brown bar the total usage is shown. Click the '0' button to select a new start date.

Rooms

Change the room assigned to an appliance at the **Settings - Rooms** screen.



The tree in the 'Rooms' screen shows for each room what appliances are located in it. Expand the tree by clicking the plus button next to the name of a room. The field at the right hand side shows appliances of which the locations are not set.

Adding and removing rooms

- Create a new room or remove an existing room with the '+' and 'x' buttons on the brown bar.

Assign rooms to appliances

- Make sure the list of rooms (at the left-hand side of the screen) is complete.
- Select an appliance from the tree or from the list at the right-hand side and drag it to a location in the tree.

Groups

Just like 'Rooms' you can define groups to organise your appliances. You could for instance make a group for lighting, for computer devices or any other division you'd prefer. Managing groups is done similarly to managing rooms, except that it's possible to assign an appliance to several groups.

- Creating new groups and deleting existing groups is done with the '+'and 'x' buttons on the brown bar.
- Categorise an appliance by dragging an appliance from the right hand side to a group a in the tree.

Add modules

Go to **Settings – Add modules** if you have purchased an extension set with extra Circles for your Plugwise network. If any Circles were left unconfigured after the Configuration Wizard was finished, you can add those here to the network as well.

Step 1: Circles

- Get the installation list and the Circles to add.
- At the back of each new Circle there are two stickers with a code. Tear off one of the two and stick it to the installation list. At the back side of the list there is space for more Circles.
- Plug each Circle into a socket close to the appliance it should be connected to. Copy the names of the appliances and the rooms in which they are located to the installation list.
- Click 'Add modules' in the settings main menu of Source.
- Copy each code from the installation list to the white box in the screen that is shown. Click the button with the green arrow after each code.
- Wait until all Circles are shown as 'Online' in the list.
- Click 'Next'.

Step 2: Configure modules

You can configure the new Circles the same way as you've done it with the Configuration Wizard that was shown after installing Source. This process is described on page Error: Reference source not found. After configuring all Circles, click 'Finish' to close the wizard.

If not all new Circles show up in the list:

- Wait until the all Circles are online. If there is more than one Plugwise network in your area, it can take up to 15 minutes before all Circles are shown.
- Make sure that all Circles are within the reach of the network. If a Circle is too far away from the other Circles, it cannot communicate to the network. If that is the case, abort the Add Module Wizard and relocate the Circle. You can either put the new Circle closer to a Circle that is already connected to the network, or put another Circle between the network and the new Circle to bridge the gap.

If the new Circle still doesn't show up in the Add Module Wizard, you have to restore its factory settings:

- Abort the Add Module Wizard.
- Restore the Circle's factory settings following the instructions on page 7.
- Again click 'Add modules' at the settings main menu.

Personal data

Edit your personal data at **Settings – Personal data.** You can also sign up for updates for Source there.

- Source only sends your personal data to Plugwise with your consent. The check box under your postal address shows what you have selected in the Configuration Wizard. If you don't want your personal data to be sent to Plugwise, your e-mail address is only used to activate your licence.

Energy tariffs

Change your tariffs at **Settings – Energy tariffs**. You can also specify the CO_2 emission associated with your energy consumption. Contracts with multiple electric companies can be added for specific periods. The left-hand side of the screen shows contracts that you've added before. The first time you open this screen, it will only show the tariff that you've specified during the installation of Source.

Editing a tariff

- Select a tariff from the list at the left.
- Use the 'Name' text field to specify how the tariff must be shown in the list.
- If you remove the check mark next to it (labelled with 'Active'), the tariff won't be used in reports. Instead, € 0,- per kWh will be showed.
- The fields for 'Company' and 'Product' are meant to distinguish one contract from the other.
- Set a starting date and an end date for the period during which the tariff is effectual.
- Fill in the field under 'Power tariff' to specify how much your electric company charges you per kWh. For changing the currency, see 'Settings – Program'.
- ' CO_2 emission' can be set to make realistic estimations for the amount of CO_2 that is emitted to produce your electricity. The setting depends on the method that is used to generate the electricity. Please refer to your electric company for this number.
- If your electricity company bills less for electricity used at night, click the 'Split tariff' check box.
- Use the drop down menus under the 'From' and 'To' labels to specify the time during which the high tariff is active.
- **Click the 'Save' button to save your changes.**

Adding or removing tariffs

Use the buttons in the brown bar to add or remove a tariff from the list.

Program

Go to Settings – Program to set the language used in Source. There you can also set the currency used in the reports.

Back up

Go to **Settings – Back up** to back up your usage measurements, switching schedules and settings. Besides for safety issues, making a backup can be useful if you want to install Source to another computer.

Making a backup

- Start the Back Up Wizard by clicking 'Settings' and then 'Back up'.
- Choose 'Back up'
- Select a location for your back-up file.
- If you want, you can enter a different file name.
- Click 'Save'.
- The progress is shown in the Back Up Wizard's brown bar. When the backup is finished, you will be notified.

Restoring a backup

- Start the Back Up Wizard by clicking 'Settings' and then 'Back up'.
- Choose 'Restore backup'
- Find the location of your back-up file, select it and click 'Open'.

When the backup data has been added to Source, you will be notified.

Installing updates

To ensure your system will continue working optimally, check for updates for Source regularly and install them when they're available.

- Click the 'Updates' button to check for updates.

If there are updates available, the Update Wizard will be started to guide you through the installation process.

Besides improvements for Source, firmware updates for the Circles will be distributed in the same fashion. If not all Circles are in the network (for instance because they are not plugged in) you can normally continue with the Update Wizard. The offline Circles should be updated as soon as they are online again.

Contact Plugwise

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